

# Newberg Public Library

## Austin Meeting Room Reservation Form

Reservations for the outdoor Carnegie Court need to be made through the Chehalem Cultural Center as that area is now under the reservation system for the Newberg Cultural District.

info@chehalemculturalcenter.org or at 503-487-6883

*Reservations are not confirmed until this form is completed, signed and returned (scanned/emailed, delivered, or mailed) to the library. If your reservation cannot be honored, you will be notified.*

**503 E Hancock St  
Newberg, OR 97132**

**nplibrary@newbergoregon.gov  
PHONE 503-538-7323**

**Date requested:** \_\_\_\_\_ **Day of the Week:** \_\_\_\_\_

**Hours needed:** \_\_\_\_\_ **am/pm to** \_\_\_\_\_ **am/pm**

*The Austin Meeting Room is only available during library hours.*

**Event Name:** \_\_\_\_\_

**Sponsoring Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Description of activity:** \_\_\_\_\_

*Activities in the library facilities*

*Room must be open to the public* \_\_\_\_\_

**Estimated number of people attending:** \_\_\_\_\_ *(Austin Mtg Room capacity is 59).  
Groups, which will include children under the age of 18, must provide adult supervision. For children  
ages 6 to 18, one adult for each ten children and for children 5 and under, one adult for each five children  
shall be required.*

**Equipment Available:** Chairs 50

Tables 8

Computer projector/DVD Player\*

*\* projector is available by special request only when staff are available to supervise*

There is no charge for use of the Austin Meeting Room based upon users doing their own set-up and take-down and clean-up.

*I have read, understand, and agree to comply with all the rules and guidelines set forth by the Newberg Public Library Board pertaining to the meeting room use. I agree that I am of legal age and that I will be personally responsible for the repair of damage to equipment or property and for the replacement of stolen equipment. I understand that use of the facility can be denied for any reason. I understand that priority for use of the facility shall be Library activities. All rules and guidelines are subject to change without notice.*

**I agree that all notice/advertising of my event shall in no way indicate sponsorship by the Newberg Public Library.**

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Date

*Staff Use Only*  
*Entered on Library Calendar:* \_\_\_\_\_ *Initials:* \_\_\_\_\_